

DATA ENTRY OPERATOR

Code No. 4-05-095

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This clerical position is responsible for verifying and entering alphanumeric data from various source documents into a computer and may involve the utilization of data transcription machines and digital voice files. Employees perform clerical duties in support of data entry operations, however, a majority of time is spent entering data. Work is performed in accordance with established procedures and acceptable levels of production while producing documents such as correspondence, reports, forms, and charts. This position is distinguished from Senior Data Entry Operator by virtue of performing duties following well defined and structured procedures that require less judgment and decision making, and the lack of supervisory duties. The employee reports directly to, and works under the general supervision of, a Senior Data Entry Operator or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Scans source documents and transcribes selected data into a computer using an alpha-numeric keyboard following specific instructions;

Compiles, sorts and verifies the accuracy of data prior to it being entered;

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Compares entered data to source documents or re-enters data in verification format to detect errors;

Searches and extracts data from computerized records;

Records requested information on an appropriate form or other document;

Maintains logs of activities and completed work;

Generates statistical and data reports;

Stores completed documents in appropriate locations;

Notifies supervisor of computer malfunctions;

Performs limited clerical functions such as filing source documents, maintaining production logs or other activities related to work flow;

Performs general office work on an as needed basis.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of the theory and practices of data entry machine operation; working knowledge of terminology used at worksites; ability to enter data at an acceptable rate of speed and accuracy; ability to operate a computer and related software; ability to meet deadlines; ability

to perform repetitive and detailed tasks; ability to make comparisons and identify and correct errors; ability to understand and follow simple oral and written directions; ability to perform office clerical functions; ability to communicate orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Two (2) years of paid full-time or its part-time equivalent experience in data entry or word processing; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in a secretarial science, office technology, or office systems technology field or other closely related field plus one (1) year of paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Possession of a Certificate in Data Entry from a regionally accredited or New York State college plus one (1) year of paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) An equivalent combination of education and experience as defined in (A), (B) and (C) above.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: May 27, 1982
REVISED: April 5, 1984
REVISED: October 14, 1993
REVISED: September 7, 1995
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